



**JONATHAN E. FIELDING, M.D., M.P.H.**  
Director and Health Officer

**CYNTHIA HARDING, M.P.H.**  
Acting Chief Deputy Director

313 North Figueroa Street, Room 806  
Los Angeles, California 90012  
TEL (213) 240-8117 • FAX (213) 975-1273

[www.publichealth.lacounty.gov](http://www.publichealth.lacounty.gov)



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October 5, 2012

TO: Each Supervisor

FROM: Jonathan E. Fielding, M.D., M.P.H.  
Director and Health Officer

SUBJECT: **REQUEST TO ISSUE TWO NEW INFORMATION TECHNOLOGY SUPPORT SERVICES MASTER AGREEMENT WORK ORDERS**

This is to notify you of the intent of the Department of Public Health (DPH) to request the Internal Services Department (ISD) to award two new Information Technology Support Services Master Agreement (ITSSMA) Work Orders for 12 months each: one Work Order for one Senior Application Developer; and one Work Order for a Principal Application Developer. These Work Orders will increase the total maximum amount for the DPH .Net Application project by \$320,000 from \$1,688,905.50 to \$2,008,905.50.

DPH is responsible for helping to protect, prevent disease, and promote health and well-being of the population of Los Angeles County. To achieve this goal, DPH has numerous preventive healthcare programs and infectious disease control programs designed to carry out various portions of this mission. In order to meet the needs of these highly specialized and diverse programs, DPH has developed several key software applications such as PH-Dir, MyPHD, CMAP, PILS, ePASS, and DPH's Internet and intranet sites. Additionally, there are a number of new software application development projects such as performance management, eHR interfaces, and integration projects that require this technology expertise for design and programming. In order to maintain and develop existing and future applications, DPH requires the expertise and knowledge of an additional two experienced .NET Application Developers.

The scope of work for these Work Orders includes, but is not limited to:

- Performing application development roles through all phases of the Software Development Life Cycle (SDLC) and documenting all work performed;
- Creating routine and non-routine maintenance scripts for data conversion, data import/export and maintenance for DPH's .NET applications;
- Performing routine and non-routine maintenance functions for DPH's various legacy applications;

- Consulting with the DPH's Systems Administration staff regarding configuration and deployment methodologies;
- Working with the DPH's IT Service Desk, Systems Administration, and various program offices to resolve user issues;
- Working with the DPH's IT Security Policy and Compliance and Systems Administration staff to address and remediate application security issues; and
- Mentoring and training DPH staff on job responsibilities and activities.

### Justification

DPH does not have staff with the requisite technical skills or knowledge to perform the necessary software application development tasks associated with new custom software, existing application enhancements and routine application maintenance. DPH requires more time to recruit one FTE Principal Application Developer position and two FTE Senior Application Developer positions with specific skill sets to perform these tasks. DPH is currently developing specialized exams to recruit for these permanent positions. In the interim, DPH needs to obtain these services from outside consultants and will need the assistance of these consultants to mentor and train DPH staff on the job responsibilities and duties. Sufficient funds for this project are available in the DPH's FY 2012-13 Budget. DPH will not request any additional time extensions or increases in dollar amounts for these new Work Orders.

The proposed request for two new Work Orders will increase the .Net Application project total maximum amount as follows:

Work Order No.	Work Order Description	Start Date	End Date	Work Order Amount
04-856	DPH Senior .NET Developer	04/09/08	6/01/12	\$538,800.00
04-845	DPH Senior .NET Developer	04/09/08	12/31/11	\$356,856.50
04-2310	DPH .NET Application Architect	06/24/10	05/07/12	\$493,250.00
10-2374	DPH.NET Application Developer	06/27/11	06/30/13	\$299,999.00
NEW WO 04-2459	DPH Senior .NET Application Developer	TBD	12 months from WO execution	\$140,000.00
NEW WO TBD	DPH Principal .NET Application Developer	TBD	12 months from WO execution	\$180,000.00
<b>GRAND TOTAL:</b>				<b>\$2,008,905.50</b>

**Notification Timeline**

Consistent with ITSSMA policies and procedures, I am informing your Board of my intention to request the ISD to award two work orders these consultants and increase the project maximum amount.

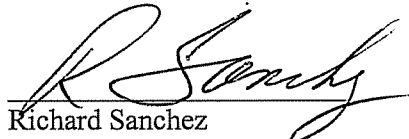
If no objection is received from your Board in ten business days upon receipt of this Board notification, we will request ISD to proceed with the two Work Order solicitations and awards.

If you have any questions or would like additional information, please let me know.

JEF:jg

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors  
Chief Information Officer  
Director, Internal Services Department

**REVIEWED BY:**

  
Richard Sanchez  
Chief Information Officer

10-12-12  
Date